

**SCHOOL BASED HEALTH CENTER ADVISORY COMMITTEE (AD HOC COMMITTEE)**

Minutes of Meeting (**Approved**)

**Date:** November 10, 2020

**Location:** Zoom **Recorded by CT-N**

**Participation:** Carol Vinick, Jill Holmes-Brown, Melanie Wilde-Lane, Rita Crana, Ann Gionet, Christine Velasquez, Sharon Bremner, Dr. Robert Dudley, Nina Holmes, Dana Robinson-Rush, Yvette Cortez, Sue Peters, Melanie Bonjour, Andrea Duarte, Laurie Collins, Johanna Davis

**Absent:** Judy Kanz, Ali Mulvihill, Debbie Chameides, Steve Hernandez, Alice Martinez

Item	Action	Follow Up
<b>1. Introductions</b>	<ul style="list-style-type: none"> <li>• Introductions by all participants</li> </ul>	
<b>2. Approval of Minutes</b>	<ul style="list-style-type: none"> <li>• Approved Minutes from 9/29/2020 (Melanie B./ Robert D.) Abstain Rita C, Dana R-R, Jill H-B, Carol V.</li> </ul>	
<b>3. DPH Updates</b>	<ul style="list-style-type: none"> <li>• MCHBG application was submitted to HRSA and federal review took place at the beginning of November 2020. This funds 22 positions at DPH related to MCH.</li> <li>• Staff at DPH have been working in different capacities to address COVID needs.</li> </ul>	
<b>4. CASBHC Updates</b>	<ul style="list-style-type: none"> <li>• BinaxNOW testing has started in some SBHCs (Middletown).</li> <li>• CHDI is working with CASBHC on a brief around child health needs during COVID-19. The survey information around innovation during COVID will be sent to CHDI at the end of November to be written up.</li> </ul>	
<b>5. Bylaw Workgroup Update</b>	<ul style="list-style-type: none"> <li>• Andrea D., Steve H., Melanie B., Laurie C., Ann G., and Christine V. participated in the bylaw workgroup which met 2 times.</li> <li>• Review of draft bylaws</li> <li>• Discussion around 1-year term. Is it too short? Changed to 2-year term.</li> <li>• Discussion around attendance and what is acceptable for being a member of the committee.</li> <li>• Motion to approve bylaws (Rita C./Dr. Rob D.)</li> </ul>	
<b>6. Co-Chair Discussion and Plans to Move Forward</b>	<ul style="list-style-type: none"> <li>• The council shall have at least 2 chairpersons, one of whom shall be the Director of the CT Association of School Based Health Centers, and one of whom shall be elected by the members of the council for a 2 year term, with preference to a member that is not a representative of a SBHC.</li> </ul>	
<b>7. Membership Status Update/ Vacant Positions</b>	<ul style="list-style-type: none"> <li>• Family Advocate – stipends available to parents but cannot be used for a paid parent advocate. Reach out to FAVOR to see if they have any parents interested. Must tailor agenda to engage parents.</li> <li>• CHC representative vacancy – DPH reached out to Optimus/SW CHC with no response. Dr Dudley could assist with finding a member from CHC Inc. Melanie B. could move into the position and CASBHC could appoint a new member from the Board.</li> <li>• School Nurse – filled by Carol Vinick. Would be willing to resign since she retired from school practice. Is someone currently working in this role more suited to be a member? Could check with the school nurse’s association. Would need to be a nurse that has a SBHC in the school.</li> </ul>	Yvette C./Laurie C. to reach out to FAVOR.
<b>8. Appointment Letters</b>	<ul style="list-style-type: none"> <li>• Members are having trouble getting appointment letters. A draft template for requesting appointment letter and a draft appointment letter template will be developed for review. S.</li> </ul>	

	Hernandez to share sample letter(s).	
<b>9. Next Meeting Date and time</b>	<ul style="list-style-type: none"><li>• January 19, 2021 1:30-3:30</li><li>• April 20, 2021 1:30-3:30</li><li>• July 20, 2021 1:30-3:30</li><li>• October 19, 2021 1:30-3:30</li><li>• Adjourned (Dr. Rob D./Andrea D.)</li></ul>	

Respectfully Submitted, Christine Velasquez